



How We Create Our Work Program

The Office of City Auditor regularly revises its work program to ensure that we are addressing the City's most relevant and pressing issues. We also strive to keep the Mayor, City Councilmembers, Department Directors, and citizens informed about our most current work plan.

At the beginning of each year, the Office formally seeks input from the Mayor, City Council, departments and citizens via memorandum and through meetings. Further, to ensure our work is addressing the most relevant issues, we continue to solicit informal input through the year.

We have several ways in which we attempt to keep all interested parties informed of our most current work plan:

- Posting the latest work plan on our City Web site (www.seattle.gov/audit);
- Regularly briefing the Chair of the City Council's Finance and Budget Committee on the status of current projects and proposed audit projects; and
- Providing updated work programs to the Mayor, Councilmembers, department directors, and interested citizens.

Our overall goal in developing the work program is to choose projects that will help departments improve services, innovate, and increase revenues and/or reduce costs. While developing the work program, the City Auditor will consider the needs of departments, the quality of their internal controls, program funding and program changes, time elapsed since the last audit, and the skills and availability of audit staff.

As one considers making suggestions for our work program, they should think about projects that emphasize improved service delivery, citizen satisfaction, and cost reduction. Also, they should consider areas in which performance improvements are needed, and for which staff have ideas for change that may benefit from our analysis and technical support for successful implementation. During the year, audit office personnel are assigned to projects based on risk, potential benefits, urgency of project, and expertise of audit staff. Audit staff members are also available to help departments on projects not selected by the City Auditor on a cost reimbursement basis.